

# Employee Post-Travel Disclosure of Travel Expenses

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

Date/Time Stamp:
RECEIVED SECRETARY OF THE SENATE PUBLIC RECORDS 2018 AUG 27 PM 12:35

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Postsecondary National Policy Institute (PNPI)

Private Sponsor(s) (list all): \_\_\_\_\_

Travel date(s): August 8-10, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$348.42	\$296	\$73.31	\$0
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended a seminar on the Pell Grant program. See agenda for additional information.

8/27/18  
(Date)

Mary Nguyen Barry  
(Printed name of traveler)

Mary Barry  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/27/18  
(Date)

Patty Murray  
(Signature of Supervising Senator/Officer)

Originally Received on JUL 2 '18

Date/Time Stamp:

ETHIC JUL 11 '18 PM 5:47

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Mary Nguyen Barry

Name of Traveler: \_\_\_\_\_

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): August 8-10, 2018

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Atlanta, GA

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a policy advisor for Sen. Murray on higher education, my portfolio includes examining issues of college access, completion, and efforts to enhance college quality and accountability around those outcomes. This trip will inform our HELP Committee discussions on how colleges should enroll and support Pell Grant students to completion.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/10/18

(Date)

Mary Barry

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Patty Murray

Mary Nguyen Barry

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

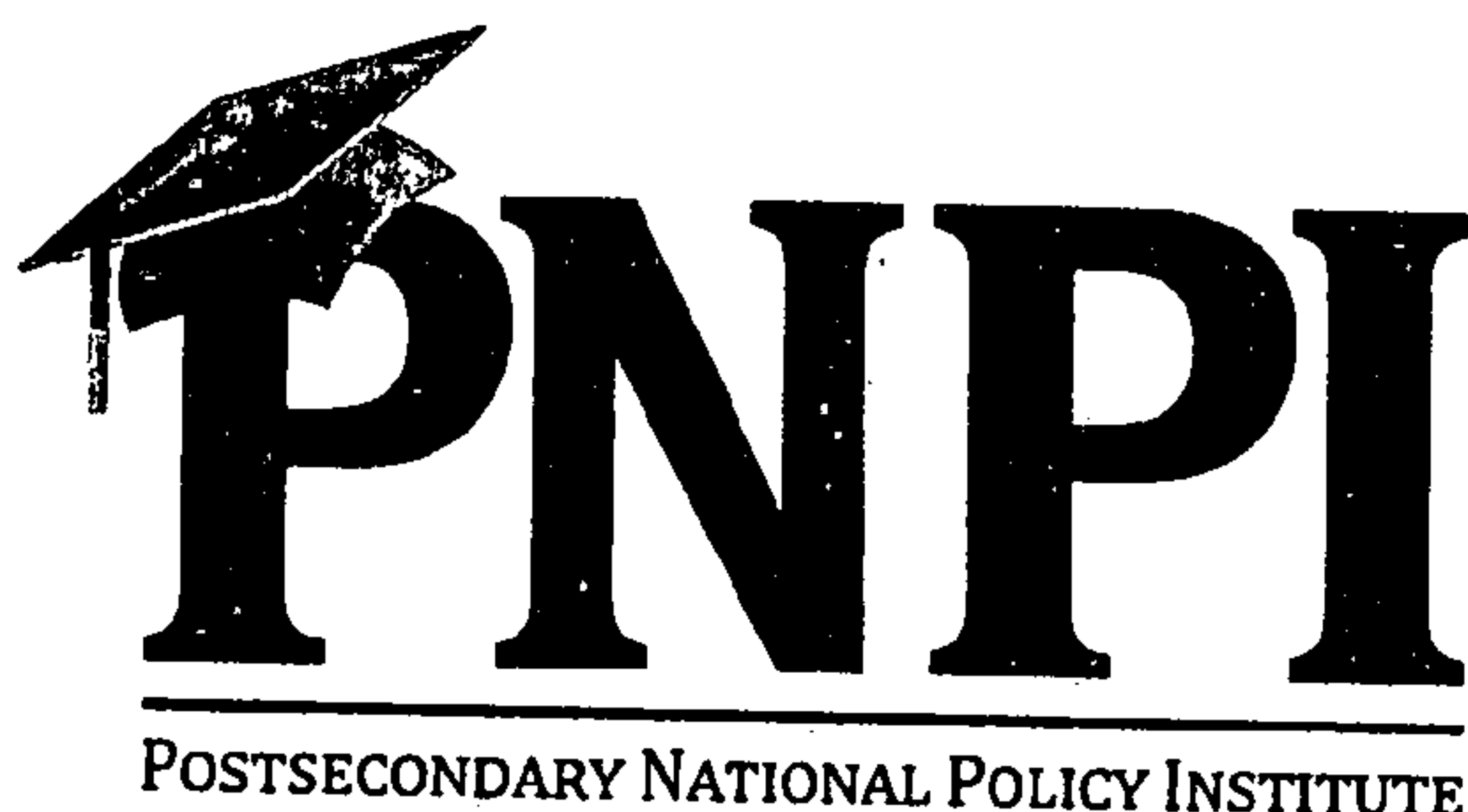
7/11/18

(Date)

Patty Murray

(Signature of Supervising Senator/Officer)





June 22, 2018

Dear Mary Nguyen Barry,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) *Rediscovering Pell* seminar, August 8-10, 2018, in Atlanta, Georgia. This seminar is designed to increase your understanding of the role that institutions play in enrolling, supporting, retaining, and graduating Pell Grant students. The seminar will also increase your understanding of the experiences Pell Grant students have on campus.

Included with this invitation are the forms necessary for ethics rules compliance. **By Monday, July 9, 2018, you must submit these included forms and documents directly to the Ethics Committee in Hart 220. They are:**

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Office of Public Records.


Even if you are unsure whether you will be able to attend the seminar, please submit the paperwork so you will have the option to participate. **Paperwork submitted to the Ethics Committee after the deadline will not be considered.**

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI are the Bill and Melinda Gates Foundation, the Lumina Foundation, and the Kresge Foundation. PNPI is the sole sponsor, planner and executor of the trip. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

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PNPI's *Rediscovering Pell* seminar promises to be both educational and productive. We look forward to your participation!

Mayella M

  
Erica Bowen, Associate I

Jessica Bowen, Associate Federal Director  
Postsecondary National Policy Institute (PNPI)  
[bowen@pnpi.org](mailto:bowen@pnpi.org)  
202-407-3172

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
2. Description of the trip: This trip is designed to increase staff's knowledge of the roles that institutions play, and the challenges they face, in enrolling, supporting, and graduating Pell Grant students.
3. Dates of travel: August 8-10, 2018 (two nights overnight)
4. Place of travel: Atlanta, GA
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI is the sole sponsor, planner and executor of the trip. PNPI created the agenda, developed the invitation list and is managing all event panels and logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This event is designed to increase congressional staff's knowledge of the federal Pell Grant program.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Since 2012, PNPI has sponsored nineteen congressional staff seminars on postsecondary topics including federal student aid, higher education accreditation, student data, and competency-based education.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings, and boot camps to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$365.57 (round trip flight cost, round trip MARC train tickets from Union Station D.C. to BWI and on the ground shuttle to meetings)	\$296	\$95	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Both Georgia State University and Georgia Tech have received national recognition for successfully improving outcomes for Pell Grant students.

19. Name and location of hotel or other lodging facility:

Georgian Terrace, 659 Peachtree Street NE, Atlanta, Georgia 30308

20. Reason(s) for selecting hotel or other lodging facility:

The Georgian Terrace is in proximity to both Georgia State University and Georgia Tech.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for congressional staff costs \$148/night, the federal per diem. Meal costs are \$5 on day one

(snacks), \$69 on day two (breakfast, lunch, dinner, snacks) and \$21 on day three (breakfast, snacks). All

rates are at the federal per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All air travel will be coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number:

E-mail Address: mcguire@pnpi.org





POSTSECONDARY NATIONAL POLICY INSTITUTE

### ***Rediscovering Pell***

Wednesday, August 8 – Friday, August 10  
Atlanta, GA

#### **SEMINAR GOALS**

Increase participants' understanding of the roles that institutions play in enrolling, supporting, and graduating Pell Grant recipients;  
Increase participants' understanding of the challenges institutions face in enrolling, supporting, and graduating Pell Grant recipients; and  
Increase participants' understanding of the experiences Pell Grant students have on campus.

#### **AGENDA**

##### ***Wednesday, August 8***

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6:35 PM-8:30PM	Depart Baltimore Washington International (BWI) for Atlanta, Georgia (ATL) Southwest Airlines Flight # 295
8:30 PM-9:00PM	Arrive in Atlanta, Georgia (ATL) Depart Airport for Georgian Terrace Hotel
9:00 PM	Check-In: Georgian Terrace Hotel, Atlanta, Georgia

##### ***Thursday, August 9***

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7:30 AM - 8:30 AM	Breakfast Livingston's Main Dining Room, Georgian Terrace Hotel
8:30 AM - 9:00 AM	Travel to Georgia State University (GSU)

**9:00 AM - 10:00 AM            Overview of Student Success Programs at GSU**  
**Georgia State University, Atlanta, Georgia**

**Speaker:**  
*Tim Renick, Ph.D., Senior Vice President for Student Success*

- Questions for Dr. Renick:**
- How did GSU increase the enrollment of Pell Grant students? Why was increasing Pell Grant student enrollment important to GSU?
  - What challenges does GSU face in enrolling 25,000 Pell Grant students each semester?
  - What sort of supports are in place for Pell Grant students at GSU?
  - Your institution reports higher completion rates of Pell Grant recipients in comparison to the national average. How does your institution accomplish this?
  - What’s your advice to other institutions seeking to improve the enrollment and completion rates of Pell Grant recipients?

**10:00 AM - 10:30 AM            Improving Academic Advisement through Predictive Analytics**  
**and Proactive Interventions**  
**Georgia State University, Atlanta, Georgia**

**Speakers:**  
*Allison Calhoun-Brown, Ph.D., Associate Vice President for Student Success*  
*Carol Cohen, Director of the University Advisement Center*

- Questions for Speakers:**
- What is the role that data and technology (including predictive analytics and AI) play in supporting student success at GSU?
  - What are the impacts of these interventions on Pell Grant students and other students from underserved backgrounds?

**10:30 AM - 11:00 AM            Tour of University Advisement Center**  
**Georgia State University, Atlanta, Georgia**

*Congressional participants will see and interact with students being advised through technological platforms deploying academic and financial predictive analytics.*

**11:00 AM - 12:00 PM            Meeting with Pell Grant Students**  
**Georgia State University, Atlanta, Georgia**

**Speakers:**  
*Eric Cuevas, Director of Student Success Programs*  
*GSU Pell Grant Students, TBD (to be selected by GSU)*



**Questions for Student Discussion:**

- What has been your experience as a Pell Grant recipient at GSU?
- What financial challenges have you faced as a Pell Grant recipient? How far has the Pell Grant gone in covering your educational expenses?
- What impactful financial interventions have you received?
- What helpful academic supports have you received?
- How helpful have you found your academic advising to be at GSU?

**12:00 PM -1:00 PM**

**Working Lunch with GSU President Mark P. Becker**  
**Georgia State University, Atlanta, Georgia**

**Speaker:**

*President Mark P. Becker, Ph.D.*

**Questions for President Becker:**

- Looking back at GSU's substantial gains in serving Pell Grant students, what would you attribute the success to?
- GSU is widely recognized for its groundbreaking innovations. What has been necessary for your leadership team to do in order for your institution to serve such large numbers of Pell Grant students and eliminate disparities in graduation rates?
- What challenges has GSU leadership faced in this work?
- What advice would you give to an institution looking to expand the number of Pell Grant students they recruit and serve?

**1:00 PM -1:30 PM**

**Wrap Up**  
**Georgia State University, Atlanta, Georgia**

**Speaker:**

*Tim Renick, Ph.D., Senior Vice President for Student Success*

**Question for Discussion:**

- What questions do you still have about how GSU serves and supports Pell Grant students?
- Is there any program or service you learned about today that you would like to hear more about?

**1:30 PM - 2:00 PM**

**Travel to Georgia Institute of Technology (Georgia Tech)**

**2:00 PM - 3:00 PM**

**Welcome and Meeting with Pell Grant Students**  
**Georgia Tech, Atlanta, Georgia**

**Speaker:**

*Jeff Cullen, Assistant Director for Federal Relations*  
*Georgia Tech Pell Grant Students, TBD (to be selected by Georgia Tech)*

**Questions for Panelist Discussion:**

- What has been your experience as a Pell Grant recipient at Georgia Tech?
- What financial challenges have you faced at Georgia Tech as a Pell Grant recipient? How far has the Pell Grant gone in covering your educational expenses?
- What impactful financial interventions have you received?
- What academic supports have you received that have made a difference?

**3:00 PM - 3:45 PM**

**Overview of Georgia Tech's Pell Grant Student Supports  
Georgia Tech, Atlanta, Georgia**

**Speaker:**

*Paul Kohn, Vice Provost for Enrollment Services*

**Questions for Dr. Kohn:**

- Your institution reports higher completion rates of Pell Grant recipients in comparison to the national average. How have you accomplished this?
- What sort of supports are in place for Pell Grant students at Georgia Tech?
- What future goals do you have for increasing Pell Grant student enrollment and graduation?
- What's your advice to other institutions seeking to improve their enrollment and completion rates of Pell Grant recipients?

**3:45 PM - 4:15 PM**

**Attracting Pell Grant Recipients  
Georgia Tech, Atlanta, Georgia**

**Speakers:**

*Rick Clark, Director of Undergraduate Admission*

**Questions for Dr. Clark:**

- How did Georgia Tech increase enrollment of Pell Grant students?
- What challenges do you face in recruiting Pell Grant students?  
What's your advice for institutions seeking to improve their enrollment of Pell Grant recipients?

**4:15 PM - 4:30 PM**

**Break  
Georgia Tech, Atlanta, Georgia**

**4:30 PM - 5:00 PM**

**How Georgia Tech Helps Accepted and Enrolled Pell Grant Students  
Georgia Tech, Atlanta, Georgia**

**Speakers:**

*Marie Mons, Director of Scholarships and Financial Aid*

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- 5:00 PM - 5:30 PM**

**Georgia Tech, Atlanta, Georgia**

*Jeff Cullen, Assistant Director for Federal Relations*

- What questions do you still have about how GA Tech serves and supports Pell Grant students?
- Is there any program or service you learned about today that you would like to hear more about?

### Break at Hotel

## Georgian Terrace Hotel, Atlanta, GA

## Travel to Dinner at Baraonda Ristorante, Atlanta, GA

## Working Dinner at Baraonda Ristorante, Atlanta, GA

- What are your biggest takeaways from what you heard today from administrators and students at GSU and Georgia Tech?
- What questions do you still have about how these institutions serve and support Pell Grant students?
- What were you most surprised to learn?
- What was the most important takeaway from the students you met with at both institutions?

### Travel back to Hotel

## Georgian Terrace Hotel, Atlanta, GA

## Friday, August 10

## Check-out/Breakfast & Wrap up Discussion

**Livingston Mezzanine, Georgian Terrace Hotel, Atlanta, GA**

*MaryEllen McGuire, President, PNPI*

*Jessica Bowen, Associate Federal Director, PNPI*

**Questions for Discussion:**

- What more would you have liked to have learned on this trip?
- What follow-up programming might you be interested in regarding the federal Pell Grant program and Pell Grant recipients?
- What further questions about the Pell Grant program and Pell Grant recipients do you have?

7:45 AM - 8:15 AM	Drive to Airport
8:15 AM - 10:15 AM	Check-in at Airport/Arrive at Departing Gate
10:15 AM - 12:10 PM	Depart Atlanta, Georgia (ATL) for Baltimore Washington International (BWI) Southwest Airlines Flight #892
12:10 PM	Arrive Baltimore Washington International (BWI)

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**ATTACHMENT:**  
**Senate Private Sponsor Travel Certification Form**

**5. Name and title of Senate invitees:**

**Mary Nguyen Barry**  
Policy Advisor  
Senator Murray

**Ericka King**  
Legislative Aide  
Senator Paul

**Josh Delaney**  
Senior Education Policy Advisor  
Senator Warren

**Tashayla Person**  
Legislative Assistant  
Senator Roberts

**Mike Gentile**  
Professional Staff  
Senate Labor-HHS-Education  
Appropriations Subcommittee

All staff were invited due to their employment with the Senate HELP Committee, the Senate Appropriations Committee, or with a Member who sits on the Senate HELP or Senate Appropriations committees.

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# United States Senate

## SELECT COMMITTEE ON ETHICS

July 23, 2018

Mary Nguyen Barry  
Committee on Health, Education, Labor, and Pensions  
United States Senate  
Washington, DC 20510

Dear Ms. Nguyen Barry:

This responds to your recent correspondence concerning an invitation you received to travel to the *Rediscovering Pell* seminar, in Atlanta, Georgia, on August 8-10, 2018, sponsored by the Postsecondary National Policy Institute (PNPI). PNPI certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. PNPI has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, PNPI is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any point throughout your trip" has a specific definition. See *id.* at 2.



*Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure:     Travel Checklist

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<sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.